WordQ 3 (PC) User Guide Contents

Getting started

Thank you for purchasing WordQ. Please read this section to get started using WordQ quickly.

WordQ is a software tool that helps you with basic aspects of writing, in particular with spelling and finding mistakes.

WordQ was researched and developed at Holland Bloorview Kids Rehabilitation Hospital, one of the largest children's rehabilitation hospitals in North America.

WordQ benefits a wide range of users; it helps develop confidence, improves productivity, increases self-esteem and fosters a spirit of inclusion – some of our users say that it has changed their lives!

WordQ does not correct your grammar, sort out your punctuation or provide you with creative ideas. Instead *WordQ* allows you to independently write your own ideas, and check your spelling, grammar and punctuation so that you can become a more competent and confident writer.

Note*s*

This User Guide is available as an Adobe® Acrobat® PDF document that you can view and/or print after installing WordQ by choosing **Options**>**Help**>**WordQ User Guide***. You must have Adobe® Acrobat® Reader® installed to view this file.*

WordQ features

WordQ is a simple-to-use writing tool. With *WordQ* you can:

- Work directly within any standard application (e.g., Microsoft Word®, Wordpad®, Outlook®)

- Use predicted words as you write to help you spell

- Hear predicted words spoken to help you choose

- Select predicted words with a single keystroke or a mouse

- Hear what you type for spellchecking and word flow

- Review your writing with highlighting and speech

- Use a self-adapting prediction vocabulary that matches your age and writing level

- Expand, focus (with topics), or limit your prediction vocabulary for better predictions

- Customize how you see predictions

What you need to get started

To install and use *WordQ*, you need:

- A Windows® PC with 1GHz or higher processor speed
- Windows® XP, Vista, Windows 7 (32/64-bit)
- Sound card and speakers or a headset

WordQ software has been designed for individual PCs. Only one user may run a single copy of *WordQ* software at a time. However, that copy may be used by more than one user, each with a different user vocabulary file.

Make sure that your Windows user account has administrator privileges before proceeding with the installation.

WordQ software must be installed directly on an individual PC. However, if you are connected to a network and the user has a login account, then it is possible to configure the PC to store and retrieve *WordQ* user files from the user's network directory. For detailed information on configuring such network installations please refer to the **Support** page on **www.goQsoftware.com**.

Note *If you have a current WordQ demonstration version installed, you can simply register it with the serial number provided.*

Install software

1. Put the *WordQ* software DVD in your computer.

2. If the DVD Autoplay feature is turned on, you will be asked to install WordQ and a high quality voice in addition to the standard quality voices. Install the high quality voice only if you have a Windows PC with 1 GHz or higher processor and 1GB+ RAM.

   If the DVD Autoplay feature is turned off, open the DVD from **My Computer** then double-click on **Setup.exe**.

3. Follow the onscreen instructions.

Using *WordQ*

What can I do with WordQ?

You can use *WordQ* along with any standard writing software (e.g., Microsoft Word, WordPad, Notepad, or Outlook). When you type a letter, *WordQ* predicts what you might want to write and displays a list of correctly spelled words from which you can choose. When you see the word you want, you can choose it with a single keystroke or with the mouse. If you need help deciding which word to use, each word can be read aloud before you make a selection.

When you've finished typing your sentence, *WordQ* can read it back to you. Then you can hear if there are any mistakes such as missing words or punctuation. Often you can hear mistakes that you can't see.

Several starting user vocabularies are included at different writing and age levels. These are like the words in your head. *WordQ* continually learns how you use words so that it improves over time. If you want to write about a specific area, you can create and use specialized topic lists to make the predictions even better. Different people can also use *WordQ*, each with their own user vocabulary.

Using WordQ for the first time

Step 1: Start WordQ

Double-click the *WordQ* desktop icon to run *WordQ*. You will need to do two things the first time:

First, you will be prompted to register *WordQ*. Type in your name, your organization (optional) and the serial number that is provided on the back cover of your *WordQ* DVD case. This serial number is in three groups – 3, 6 and 3 numbers.

Second, you must choose and save your own user vocabulary. This involves selecting a language and writing vocabulary that you want to use (e.g., Canadian, UK, or US Starter, Intermediate, or Advanced). Click on a vocabulary name to see a description below. Then save your vocabulary. Replace ***.wdq** with the name of the profile you want to save it under. It is easiest to use you own name when saving. Make sure that the new name does not still contain an asterisk, or it will not save correctly.

The *WordQ* buttonbar will then appear.
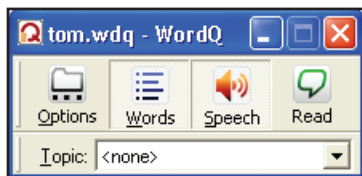
Step 2: Start your writing application

Start a writing application such as Microsoft Word. The prediction box will appear at the text cursor.

1 the	
2 that	▶
3 they	
4 this	
5 their	▶
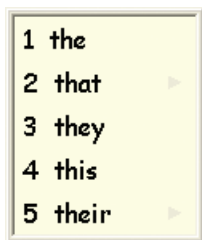
Whenever you switch applications (e.g., from Microsoft Word to Outlook), the prediction box will automatically move to that application.

Step 3: Begin typing and predicting

Type the first letter of a word. Words will appear in the prediction box. If the word that you want is in the list, select it by typing the number in front of it. If your word is not in the list, continue typing until your word appears.

You can hear each word in the prediction box by pressing the ↓ (down arrow) key or mousing over the words. When listening to the words, you can select them with the *Enter* key or by clicking on them with the mouse.

As soon as you select a word, it will be typed into your application. It will also be spoken aloud to confirm your selection.

WordQ will then display the words that most likely follow. You don't have to select words that *WordQ* suggests. You can type as you would normally and only refer to the word list when you are stuck.

Note *If you can't hear the words spoken, please ensure that the speakers are connected and powered on. Also, ensure that the volume is adjusted on both the speakers and in Windows.*

Step 4: Hear your sentence

After completing your sentence, *WordQ* will automatically add a space and capitalize the next word for you. The entire sentence will be spoken.

Step 5: Read your sentence

Select the **Read** button. The sentence will be highlighted. Press the *Spacebar* and it will be spoken, highlighting each word as it is spoken. It will highlight the sentence again. If you hear a mistake, you can easily correct it by using the → (right arrow) key to read one word at a time. Use the ← (left arrow) key to go back.

Press the *Esc* key or click in the text with your mouse to resume writing.

Undoing a wrong selection

If you select the wrong word by mistake, you can quickly correct it by pressing *Esc*. The last word will be erased and you can now select the correct word.

Choosing different word endings

Sometimes only part of a word you want is predicted, e.g., "start" rather than "starting." You can easily see different endings:

1. Select the partial word, e.g., "start."

2. Press *Backspace*. Variations of that word with different endings will appear.

3. Make your selection.

Moving through the document

When you hold down the ←, ↑ or → (arrow) keys, the word prediction box will temporarily disappear allowing you to also use the ↓ (down arrow) key to move through your document without distraction. When you stop, the prediction box will re-appear after a short pause. Alternately, you can toggle the prediction box on/off by clicking the **Words** icon or pressing *F9* and moving while the box is hidden.

Working with in-context prediction

Wherever you position the text cursor in your document, WordQ will show you appropriate predictions, even when the cursor is in the middle of a word.

Experiment with moving the cursor through a word to see how the predictions change. This feature is really useful to see different word endings.

If you type a letter within an existing word, the predicted words will be based on the letters that came before, including the one just typed. Selecting a predicted word will replace the existing word. Double-click or highlight a word to have it spellchecked.

Distinguishing similar predicted words

| 1 the |
| 2 they |
| 3 their ► |
| 4 there ► |
| 5 then ► |

They have sold **their** home
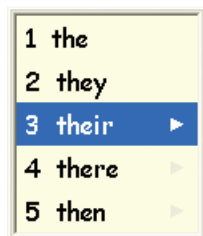
To help you distinguish predicted words that look or sound similar, *WordQ* comes with 2,000 pre-written usage examples for the most commonly confused

words. When you step down through the predicted words by pressing the ↓ (down arrow) key or mousing over the words, you will notice a ▶ (triangle) symbol to the right of these confusing words (e.g., "their" and "there"). Use the → (right arrow) key or hover with the mouse to display a usage example.

Editing usage examples

If you prefer your own example or wish to add one, choose **Options**>**My Words...** and select the desired word from the word list. Edit or add your own example below. If you type more than one sentence, each sentence will be displayed on a separate line. A usage example can be anything you want.

Exporting/importing your vocabulary and usage examples

You can export your vocabulary and usage examples to a file for editing multiple examples or for sharing. Click **Export...** from **Options**>**My Words...** to open a **Save** dialog to save your file. The exported file will be in a "comma separated values" format (.csv) which you can view and edit in a spreadsheet program such as Microsoft Excel.® Vocabulary words will be listed in the first column. Usage examples will be listed in the second column.

Click **Import...** bring back words and usage examples from an edited file. You will be prompted to choose to import words only, words and usage examples, or usage examples only.

You can share the exported vocabulary and usage examples file by simply copying it and then importing it into another user's vocabulary.

Using the thesaurus

You can look up synonyms for predicted words in a similar manner to usage examples. Words with synonyms are indicated by a ◇ (diamond) symbol to the right of those words. Use the → (right arrow) key or hover with the mouse to display synonyms. You can then hear each synonym by pressing the ↓ (down arrow) key or mousing over the words. When listening to the words, you can select them with the *Enter* key or by clicking on them with the mouse. You may choose different word endings as described previously.

Using creative spelling

WordQ will consider creative spelling when making its predictions. Whenever there are no words in *WordQ*'s dictionary beginning with the letters that you type, *WordQ* will suggest words that take into consideration possible spelling/typing mistakes. Also, when you highlight a word, creative spelling will be considered when predicting words, i.e., spellchecked.

`rite`

1	rite
2	rites
3	**write** ►
4	rate
5	ride
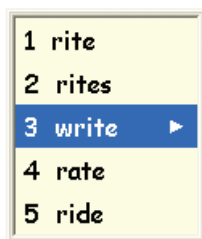
You can turn this feature off by unchecking:
Options>Prediction…>Prediction: Predict words based on creative spelling.

Using abbreviation-expansion

A combination of letters, an "abbreviation," may be defined to represent a word or phrase, e.g., "ps" for "Public School". When you type an abbreviation followed by the *Spacebar* or *Enter* key, it expands to the assigned word or phrase.

You can create your own set of abbreviations that are easy for you to use and remember. There is no limit on the number of abbreviations that may be saved in one set. Because you must memorize each abbreviation, a small set of abbreviations is suggested.

Your abbreviations will be caught as possible misspellings and held in the Spelling dialog (**Options>My Words...>Spelling**). You can choose to add them to your prediction vocabulary so that they will appear as predicted words. This can reduce keystrokes as well as be a helpful memory cue, especially with abbreviations of three or more characters.

Note: *A suggestion is to begin your abbreviations with the letter "x" so that they are obvious abbreviations.*

You can turn abbreviation-expansion on and off by selecting **Options>Abbreviations**.

Create and edit abbreviation-expansions by first selecting **Options>My Words...** then click the **Abbreviations** tab. Add abbreviation-expansions one-by-one:

1. Click on the **New...** button.

2. Type in an abbreviation using only letters and press **OK** in the pop-up dialog.

3. The word will be entered in the list of abbreviations in alphabetical order.

4. Type the expanded text for the abbreviation in the **Expansion** box.

5. Repeat for all abbreviation-expansions.

Use *CTRL+Enter* to add a line in an expansion.

Getting to know the WordQ Buttonbar

Options. Use this dropdown menu to customize your vocabulary, choose your prediction and speech options, assign hotkeys, and create/open user files.

Words. Show or hide the prediction box.
Click or press *F9* (or assigned hot key).

Speech. Turn speech on and off.
Click or press *F10* (or assigned hot key).

Read. Read your (selected) text.
Click or press *F11* (or assigned hot key).

Topics. Choose a topic that you have created.
Click and select a topic, or press *F12* (or assigned hot key) to display the topic list.

Using cues to help you write

WordQ was designed following the advice of educators to keep it simple and to focus on providing visual and spoken cues to help you make choices and to find mistakes. Spoken cues are often the most helpful.

Predicting words

The prediction box suggests words as a visual cue of possible words that you may want. If you have trouble reading the words press the ↓ (down arrow) key to highlight and hear each word. (You can also use a mouse to highlight and hear predicted words.)

The prediction box itself includes additional visual cues.

- If the prediction box goes blank while typing (if creative spelling option is turned off) you are likely making a spelling mistake or typing a new word because *WordQ* does not recognize it. Back up and try some other letters if necessary.

- If the prediction box starts showing words you do not understand, back up and try some other letters.

- Usage examples are provided for commonly confused words. These are indicated by ▶ (triangle) symbol to the right of a word.

Hearing what you type

The next level of cues involves *WordQ* speaking back letters, words, and sentences. Any combination of these may be used:

- **Speaking letters** helps you hear, when not paying attention to the screen, whether you typed the correct letter.

- **Speaking words** helps you hear whether you made the right selection. It also helps you hear spelling mistakes as a word generally won't sound right if you make a mistake. If vowels are left out, the word will be spoken out letter-by-letter. This adds to underlining errors done by some word processors.

- **Speaking sentences** helps you immediately hear how words flow in a sentence to hear whether you made some mistake(s). Also, if you never hear a sentence spoken, that is a cue that you have forgotten to use an ending punctuation.

Note *Choose these speaking cues under* **Options>Speech Feedback...>Feedback**

Proofreading

Proofreading sentences uses both visual and spoken cues to help you find mistakes in word order, word form, missing words, grammar, spelling and punctuation. By listening to the flow of words you can hear whether it makes sense. You can often hear mistakes that you don't see.

Reviewing your work

Proofreading your work

Proofread your text by having WordQ read your text back to you. Listen to the flow of words to hear whether they make sense. You can often hear mistakes that you don't see.

WordQ offers a special proofreading mode if you are using Microsoft Word, WordPad, Notepad, or Outlook. Here the current sentence is spoken with each word highlighted word-by-word emphasizing the visual/spoken shape of each word. All of this is done directly in the application.

If you hear a mistake you can then step through the sentence word-by-word to locate the mistake. For example, you may hear two words that sound wrong together. You may have left a word out in between or one of the words may be incorrect.

When other applications are used (e.g., WordPerfect®, Internet Explorer®, or Inspiration®), word-by-word highlighting is not available and you must manually highlight the text. If word-by-word highlighting is desired in these situations, you can easily copy and paste the text into Notepad or WordPad for proofreading.

To read a sentence

1. Position the text cursor anywhere in the sentence.

2. Press the **Read** button.

3. The sentence will be highlighted and the prediction box will temporarily disappear.

4. Press *Spacebar* to begin reading the sentence. Each word is highlighted as it is spoken. Listen for any mistakes.

   • Press *Spacebar* to pause/resume reading

5. The sentence is highlighted again after it has been read.

6. You may then:

   • Read individual words to locate specific errors by repeatedly pressing → (right arrow) or ← (right arrow)

   • Press the *Esc* key or click in the text with your mouse to resume writing and make corrections

   • Read the sentence again by pressing *Spacebar*

   • Go to the previous or next sentence by pressing ↑ (up arrow) or ↓ (down arrow)

To read a block of text

1. Highlight the block of text to read.

2. Press the **Read** button.

3. The text is read immediately. Each word is highlighted as it is spoken.

   • Press the *Esc* key or click the mouse button at any time to stop reading

To read in Web browsers and non-Microsoft programs

1. Select the text to read. In a Web browser or Adobe®
   Acrobat Reader®, use your mouse to select text by
   dragging over it.

2. Press the **Read** button.

3. The text will be spoken immediately.

   Press the *Esc* key or click the mouse button at any time to
   stop reading.

Checking your punctuation

Type your text as best as you can. Don't worry about
punctuation for the moment. When you've finished typing
a section, use proofreading as described before to have
WordQ read your text back to you.

If you're not sure about punctuation, experiment. Put in a
comma or a question mark where you think it should go.
Listen to the sentence(s) being read back. The speech will
automatically pause at each punctuation mark and the
intonation will change. Make changes until you are satisfied
with how it sounds.

Problems reading?

The **Read** function may not always work with more complex
formatting, such as some tables. It may also be unable to
read unusual characters, such as some Unicode characters.
Such problem are most common when trying to read
websites.

Getting the best predictions

WordQ allows you to customize your vocabulary to get the best predictions for different situations.

You can improve word prediction by:

- **Expanding** your vocabulary by adding new words one-at-a-time or by having *WordQ* learn from existing files

- **Focusing** your vocabulary for a specialized writing project by using topics

- **Limiting** your vocabulary by beginning with a blank vocabulary (usually for a young learner)

Expanding your vocabulary: Family, friends and special words

It is a good idea to add personal words or phrases to your WordQ vocabulary such as the names of family and friends.

1. Select **My Words...** from the **Options** menu.

2. Type a word or short phrase (up to 30 letters) in the **New Word** box and then select **Add** or press *Enter*.

   You may add any number of words that you want. Be careful with your spelling, as words are not spellchecked now. If the word is already in the list, it will be highlighted for you.

3. Select **Close** when done.

Expanding your vocabulary:
Learn from existing documents

You can quickly expand your vocabulary by having WordQ learn words and their usage from existing documents.

For example, you can have *WordQ* learn from articles that you may be reading on the Internet. The first step is to copy those articles into a word processor or text editor such as Notepad. You must then save the file in a text-only format (*.txt). You may also learn from past documents you have written that are re-saved in a text-only format.

1. Select **My Words...** from the **Options** menu.

2. Select the **Learn...** button. This displays an **Open** dialog box.

    Locate the directory where your text file (*.txt) is located, and open the desired file to learn.

    WordQ will learn the words in that file and update your vocabulary.

    Words will be checked for proper spelling, and misspelled and unknown words will be set aside. See **Go over misspelled and unknown words below**.

3. Repeat with as many files as you like.

4. Click **Close** when done.

Focusing your vocabulary: Topics for specialized writing

You can emphasize words in the prediction by using topics. A topic is a list of words that are part of your vocabulary that will be predicted faster.

When you first use *WordQ*, a sample baseball topic is available for you to try out.

Topic words are best written out in advance using a word processor or Notepad and saved in text-only (*.txt) format. Enter *only one topic word or short phrase (up to 30 letters) per line.* Ensure that these words are correctly spelled as they will not be spellchecked by *WordQ*. The folder **...\WordQ\Topics** initially contains sample text files for different topics that you may find useful.

To use a particular topic

1. Use your mouse to point to and select a topic from the dropdown list in the *WordQ* button bar or press *F12*, followed by ↓ (down arrow) to move through the list and Enter to select topic.

2. Click back in your writing application and return to typing.

3. You will notice that topic words are predicted faster.

To turn off a topic

1. At any time choose another topic, or choose **<none>** as a topic if you don't want any topic.

2. Click in your writing application and return to typing.

To create a topic list

1. Select **My Words...** from the **Options** menu. Then click the **Topics** tab.

2. Click on the **New...** button.

   Type in a **Topic Name** and press **OK** in the pop-up dialog.

3. Add words one-by-one or from a text file as described below.

To add topic words one-by-one

1. Type a word or short phrase (up to 30 letters) in the **New** word box and click **Add** or press *Enter*.

   The word will be copied to the list and placed in alphabetical order.

2. Repeat for all topic words.

To add topic words from a text file

1. Select the **Import...** button. This will display the **Open** dialog box.

   Browse to the directory where your topic file is located and select it. The directory (**...\WordQ\Topics**) contains sample topics saved as text files (***.txt**).

2. Your words in the file will be added to the current topic and automatically become part of your vocabulary (without being spell checked).

Limiting your vocabulary:
Beginning with a Blank vocabulary

Beginning with a **Blank** vocabulary is a useful way to have a very limited set of words predicted that will not confuse you.

1. Select **New User** from the **Options** menu.

2. Select a **Blank** vocabulary and save it with a descriptive name such as a lesson name.

3. Now select **My Words...** from the **Options** menu. Note that the vocabulary list is blank.

4. Type in any new words that you want to use.

    Select **Add** or press *Enter* after each word that you type to add it to the vocabulary list. When done, select **Close**.

5. Select **Prediction...** from the **Options** menu. Then click the **Prediction** tab.

    Uncheck all options under **Word Prediction: Choose your prediction options**. This will ensure that no additional words will be predicted.

6. Click **OK** when done.

Going over misspelled and unknown words

Misspelled and unknown words are put aside for you to review. They will not be predicted until you specifically add them to your vocabulary.

Select **My Words...** from the **Options** menu. Then click the **Spelling** tab.

You will see a list of words that may be misspelled or not found in the *WordQ* Dictionary such as proper names and acronyms. Review this list of words for proper spelling.

1. Select the words you would like to add to your main vocabulary.

   You can select a range of words with the common Windows *Shift+click* action. Select separate words with *Ctrl+click*.

2. Click the **Add to Main** button to add the selected words to your vocabulary. These words will now be used in word prediction.

3. Any remaining words can be deleted with the **Delete** button after selecting them so that you don't have to review them again.

4. Click **Close** when done.

Customizing the prediction box

WordQ allows you to customize the prediction box for your needs and preferences. All of the prediction box customizations, except for changing color, are available after selecting **Prediction...** from the **Options** menu. Changes will be visible after you click the **OK** button.

Number of predicted words

Generally speaking, showing 5 predicted words is considered appropriate for the average user, 3 for younger learners, and up to 9 for more fluent users.

Under **Words**, choose the number of words (**1 – 9**) you want.

Font style and size

You should choose a font style that is easy for you to read and a size that matches the normal font size in your document.

Select the **Font** button and choose the font, style and size you want.

Note *The prediction box automatically changes size with any font changes.*

Order of predicted words

Under **Order of Words**, choose:

- **Most likely** to show predicted words in most likely order

- **Alphabetical order** to show predicted words in alphabetical order

Layout

Under **Layout**, choose:

- **Vertical list** to display predicted words in a single column

It is generally easier to read and select from a vertical list.

- **Horizontal list** to display predicted words in a single row

This layout is useful if you leave the prediction box in place (see below) when there is limited screen space. However, some people have difficulty reading and selecting from a horizontal list.

Position of the prediction box

Under **Position of list**, choose:

- **Follow text cursor** to have the prediction box follow the text insertion cursor as you type

The word list follows below the text cursor except at the bottom of the screen when it automatically moves above the text cursor.

- **Leave in place** to have the prediction box remain in one location as you type

You can drag the list to another location using the title bar that is shown only when this option is selected. Some users prefer the window at the bottom of the screen in a fixed location so that it is easier to glance between the list and their keyboard.

Color

WordQ automatically sets the color of the text and prediction box according to Windows settings that are adjusted if you have a visual impairment. However, you can still manually change the color of the text and of the prediction box:

1. Choose **Control Panel** from the **Start>Settings** menu.

2. Choose **Display.**

3. Click the **Appearance** tab and then the **Advanced** button.

4. Go to **Item** and select **Tooltip** from the drop down list.

5. Click on **Color 1** to choose a background color for the prediction box. Click on **Color** beside the **Font** option to change the text color. (Choosing a font type and size here has no effect on the prediction box.)

Using with different learners

Young learners

For younger learners, consider creating a limited initial vocabulary and/or reducing the number of predicted words.

For some young learners, the starter vocabulary of 5,000 may be too great. Instead you might choose to begin with a 'blank' vocabulary. Then add just a few words, so that the learner is, for example, only using the vocabulary from a particular story they've just learned. Continue to add new words on later days. You may also reduce the number of predicted words shown to make it less confusing.

Confident writers/typists

If you find you can write/type more confidently, you can leave the prediction box hidden most of the time. Then show it when you've hit a blank or don't know how to spell a word.

Click on the **Words** icon or press *F9* key to hide and show the prediction box.

Similarly, you can choose to turn the speech feedback on only when you want it.

Click on the **Speech** icon or press *F10* to turn the speech feedback off and on.

In the workplace

A lot of people find *WordQ* helpful to them at work. You can use *WordQ* to assist you with writing memos, e-mails, business letters or reports. You may find it useful to use a pair of earphones with *WordQ* so that the speech feedback does not interfere with your colleagues.

More than one user

Any number of people can use *WordQ* and it will learn and remember the different ways each person uses it. Each person must choose a vocabulary and save it with a unique user name.

Whenever *WordQ* is closed it will remember the current user vocabulary. That vocabulary will be used the next time you run *WordQ*. If this is not your vocabulary, then choose **Open User...** from the **Options** menu and choose your own vocabulary.

If your computer is set up for multiple users to log in, *WordQ* will remember each user's particular vocabulary when logged in once they have chosen it.

Managing Vocabularies

WordQ allows a single user to have multiple vocabularies or multiple users may use *WordQ* with their own vocabulary. You can also specify how new words are handled.

Create a new user vocabulary

1. Select **New User...** from the **Options** menu.

2. Choose a vocabulary that matches your writing level. This is only a starting point – *WordQ* adapts to your own writing as you use it.

   WordQ includes several writing vocabularies with support for Canadian, UK and US spelling:

   Starter: This vocabulary is for people who are starting to write. It includes about 5,000 words commonly used by writers up to grade 3 level.

   Intermediate: This vocabulary is for people who are writing at an intermediate level. It includes about 10,500 words commonly used by writers at a grade 2 to 8 level.

   Advanced: This vocabulary is for people who are writing at an advanced level. It includes about 15,000 words commonly used by writers at a grade 7 level and above.

   Blank: There are no words associated with this template. This template is used when you want to create your own list of words, rather than start from one of the other vocabularies. See **Create a user vocabulary with specific vocabulary needs**.

Standard Core: This template is used when you want to start with a limited number of words. It includes function words, days, months, numbers, colors, and provinces or states. See **Create a user vocabulary with specific vocabulary needs**.

Function Word Core: This template is used when you want to start with a profile that contains function words only. This template includes about 500 function words. See **Create a user vocabulary with specific vocabulary needs**.

3. Enter a filename, such as your own name, to create a user file. Your user file will contain a copy of the vocabulary and selected options will be set for you.

4. If you wish, you can modify your vocabulary and settings, or allow *WordQ* to adapt to your writing style.

Note *You can have more than one user vocabulary.*

Promote your personal words

You can easily promote personal words or phrases that are important to you so that they are more likely to be predicted, for example, names of family and friends and locations. While *WordQ* does include many common names, it does not initially know which ones are important to you.

1. Select **My Words...** from the **Options** menu.

2. Type a word or short phrase (up to 30 characters) in the edit box **New Word**, and then select **Add** or press *Enter*.

   You may add any number of words that you want. Be careful with your spelling as words are not spellchecked at this time.

3. Select **Close** to accept your words.

Open another user vocabulary

1. Select **Open User...** from the **Options** menu.

2. Select a user vocabulary name and press **Open**.

3. You will then be asked whether you want to save any changes to the previous user file before opening the selected user file.

Create a new user vocabulary based on the current user vocabulary

1. Select **Save User As...** from the **Options** menu.

2. Type a different user name and press **Save**.

3. The vocabulary and settings from the existing user vocabulary will be copied to the new user vocabulary. You can modify these as necessary.

Copying a WordQ vocabulary to a different computer

The *WordQ* vocabularies are stored by default in the **...(My) Documents/WordQ** folder. There are two files: one with the extension **.nwp** and the other with **.wdq**. You can copy any of these files to a flash drive, CD, or move them over a network. On the new computer place the files in the **WordQ** folder, and in WordQ select **Open User...** from the **Options** menu to load the vocabulary.

Create a user vocabulary with specific vocabulary needs

You may want to limit your writing vocabulary to the words that you know, or a specific set of words that you are learning.

Limited vocabulary

1. Select **New User...** from the **Options** menu.

2. Begin with the **Blank**, **Standard Core** or **Function Word Core**.

3. Add your own words to your vocabulary, and remove any words you do not want to use.

Keep your vocabulary from learning new words

1. Select **Prediction...** from the **Options** menu.

2. Select the **Prediction** tab.

   • Uncheck **Predict new words that I use**

   • Uncheck **Adapt predictions based on how I combine words**

Predict words from only your vocabulary

1. Select **Prediction....** from the **Options** menu.

2. Select the **Prediction** tab.

   • Uncheck **Predict words from the WordQ Dictionary**

Delete a user vocabulary

1. Select **Open User...** from the **Options** menu.

2. Select a user vocabulary file name from the **Open...** dialog box and press the *Delete* key on your keyboard.

Appendix A: Changing Acapela word pronunciations

Some words, such as personal names, may not be spoken as you expect. Therefore, you may choose to change how a specific word is spoken.

1. Select **Speech Feedback...** from the **Options** menu.

2. Click on **Pronunciation...** to open the Acapela **Lexicon Editor**.

3. Create a new pronunciation exceptions file by clicking the left-most icon that looks like a page 📄. Type in a name, such as the same name you use as for your vocabulary. The extension **.dic** will automatically be added. Click on the **Save** button to save it; then click on the **Apply** button on the **Info** dialog that appears next.

4. In the **Word** edit box, type in the original spelling of the word (no spaces are allowed).

5. In the **Translation** edit box, type in a different way of pronouncing the word, i.e., how it sounds.

6. Test the pronunciation by clicking the arrow to the right of the translated word. Try different spellings until it sounds best.

7. When satisfied, click the green check mark button. ✅
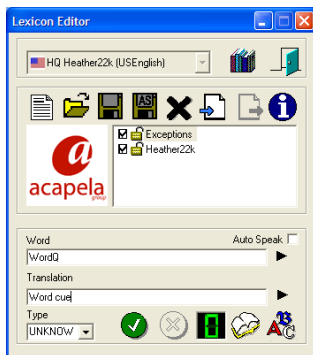
8. Repeat with any other words.

9. Save your pronunciation file by clicking the 3rd icon from the left that looks like a disk. 🖫

10. Click on the icon at the top that looks like a row of books 📚 to open the **Default Lexicons** dialog to link your new pronunciations with the voice (e.g., Heather).

11. On the **Default Lexicons** dialog, click on the left-most icon at the top 🗋 (to the left of the X). A control will appear below with a button on the right showing "..."

　　　　　　　　　　　　　 🔘

    Click that button ("...") to show an **Open** dialog from which you can choose your pronunciation file.

12. Click on the **Apply** button to close the **Default Lexicons** dialog.

13. Close the **Lexicon Editor** dialog by clicking on the icon that looks like door 🚪 at the top-right.

14. Click the **OK** button to close the **Speech** dialog.

Service and support

Whichever way you use *WordQ*, we hope you enjoy it.

If there's any way we can help you with any questions, please feel free to get in touch, by phone, fax, email or regular mail.

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